

ORGANIZATION, RELATIONSHIPS AND FUNCTIONS
Of The
CAREER SERVICE BOARDS

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ORGANIZATION, RELATIONSHIPS AND FUNCTIONS

of the

CAREER SERVICE BOARDS

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8 May 1952

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I. Organization of the CAREER SERVICE BOARD

DCI

CIA CAREER SERVICE BOARD

~~Deputy Director of Central Intelligence~~
Deputy Director/Plans
Deputy Director/Intelligence
Deputy Director/Administration
~~Inspector General~~

Assistant Director (Personnel)
Director of Training

~~Four~~ Assistant Directors (or ~~office heads~~), each to serve for terms of six months' duration (See attached Schedule A)

Executive Secretary - Non-voting

~~Four~~ members of the Board, constitute a quorum. If a member cannot be present, he may ~~send a representative who will not, however, be counted in determining whether a quorum is present, nor may he cast a vote, formally, on behalf of his presence.~~ The Board will hold scheduled monthly meetings, and agenda and minutes of meetings will be distributed to all persons on Schedule A.

SECRETARIAT

The Career Development Staff of the Office of Personnel serves as the Secretariat of the CIA Career Service Board and the Chief, Career Development Staff serves as the Executive Secretary of the Board.

Note: The 17 Office Career Service Boards, with composition as shown at the lower left, are located in the following units of CIA:

OSO	OC	Training
OPC	ORR	Personnel Medical
COMMO	OCE	Administration
TSS	OCI	General Services
	OSI	I&SO
	ONE	Procurement
		Finance

[Office] Career Service Board

Assistant Director (or Office Head) ex officio
Three or more Staff or Division Chiefs, or comparable high-level officials
Secretariat - Non-voting. (In most cases it will be composed of Administrative and Personnel Officers of the Office concerned and will perform staff support for the Board.)

Functional Boards

Hazardous Duty Board
Honor Awards Board
Professional Selection Panel
Selection Boards for Service Schools, etc.

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II. Functions of the CIA Career Service Board

1. Develops policy governing the Career Service Program for approval by the DCI and serves as his advisor on all matters concerning the Program.
2. Supervises and reviews the functioning of Office Career Service Boards.
3. Establishes and maintains an Executive Inventory ~~(see 15 and above)~~
4. Makes recommendations for filling key positions in the Agency with personnel from the Executive Inventory.
5. Reviews evaluation of personnel contained in the Executive Inventory and ~~recommends~~ *recommends* rotation programs for their further development.
6. Approves the allocation of Rotation Loan Slots to Office Career Service Boards. (see Schedule B)
7. Supervises supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as, Hazardous Duty Board, Honor Awards Board, Selection Board for Service Schools, Professional Selection Panel, etc., drawing on Agency personnel as necessary.
8. Prepares and submits annually to the DCI a summary of the operation of the CIA Career Service Program.

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III. Functions of the Secretariat of the CIA Career Service Board

1. Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
2. Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
 - a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.
 - b. Transmitting to the CIA Career Service Board recommendations of the Office Career Service Boards for consideration and current status of rotation appointments for review.
 - c. Initiating and supervising such studies as are needed to improve the Career Service Program.
 - d. Assisting Office Career Service Boards in effecting rotation appointments.
 - e. Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
 - f. Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.
 - g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agency-wide basis.

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IV. Functions of an Office Career Service Board

1. Serves as advisor to the Assistant Director (or Office Head) on all matters pertaining to the Career Service Program.
2. Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
 - a. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.
 - b. Sponsoring, developing and executing the Career Service Program of the Office concerned, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.
 - c. Reviewing Personnel Evaluation Reports and proposed development, training, assignment, advancement and promotion plans for individuals.
 - d. Recommending cancellation or continuance of career development actions.
 - e. Participating in the development and execution of approved extra-Office rotation systems.
 - f. Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.
 - g. Ensuring that the rotation appointees detailed by their Office to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by their Office are productive and their assignments commensurate with the purpose of the appointments.
 - h. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
 - i. Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
3. Supervises supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.

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Schedule A

Tours of Duty

of

ASSISTANT DIRECTORS (or Office Heads)

with the CIA CAREER SERVICE BOARD

1. According to the following schedule there is at all times an Assistant Director, serving as a member of the Board, from each of the principal areas of command, DD/P, DD/I and DD/A. Since each individual serves for a term of six months, and since the number of available individuals in each area is different, the rotation cycle varies in each area of command as follows:

DD/P area 5 available cycle complete in 30 months			DD/I area 7 available cycle complete in 42 months			DD/A area 7 available cycle complete in 42 months		
Jul 52-Aug 52	ADSO		Jul 52-Oct 52	ADCI		Jul 52-Dec 52	Security Officer	
Sep 52-Feb 53	ADPC		Nov 52-Apr 53	ADCD		Jan 53-Jun 53	General Counsel	
Mar 53-Aug 53	ADCO		May 53-Oct 53	ADCO		Jul 53-Dec 53	Chief, Medical Staff	
Sep 53-Feb 54	ADD/P/Admin		Nov 53-Apr 54	ADSI		Jan 54-Jun 54	ADD/A	
Mar 54-Aug 54	AD/TSS		May 54-Oct 54	ADRR		Jul 54-Dec 54	Comptroller	
Sep 54-Feb 55	ADSO		Nov 54-Apr 55	ADNE		Jan 55-Jun 55	Chief, Proc. & Supply	
Mar 55-Aug 55	ADPC		May 55-Oct 55	ADIC		Jul 55-Dec 55	Chief, Gen. Services	
Sep 55-Feb 56	ADCO		Nov 55-Apr 56	ADCI		Jan 56-Jun 56	Security Officer	
etc.			etc.			etc.		

2. Retirement and Replacement Schedule

Jul-Aug 1952 ADSO ADCI Security Officer	Mar-Apr 1954 ADSI ADD/A AC/TSS
Sep-Oct 1952 ADCI Security Officer ADPC	May-Jun 1954 ADD/A AC/TSS AD/RR
Nov-Dec 1952 Security Officer ADPC ADCD	Jul-Aug 1954 AC/TSS AD/RR Comptroller
Jan-Feb 1953 ADPC ADCD General Counsel	Sep-Oct 1954 AD/RR Comptroller ADSO
Mar-Apr 1953 ADCD General Counsel ADCO	Nov-Dec 1954 Comptroller ADSO ADNE
May-Jun 1953 General Counsel ADCO ADOO	Jan-Feb 1955 ADSO ADNE Chief, Procurement and Supply
Jul-Aug 1953 ADCO ADOO Chief, Medical Staff	Mar-Apr 1955 ADNE Chief, Procurement and Supply ADPC
Sep-Oct 1953 ADOO Chief, Medical Staff ADD/P/Admin	May-Jun 1955 Chief, Procurement and Supply ADPC ADIC
Nov-Dec 1953 Chief, Medical Staff ADD/P/Admin ADSI	Jul-Aug 1955 ADPC ADIC Chief, General Services
Jan-Feb 1954 ADD/P/Admin ADSI ADD/A	Sep-Oct 1955 ADIC Chief, General Services ADCO

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Schedule B

ROTATION LOAN SLOTS

1. Rotation Loan Slots, "open" with respect to grade and over and above the normal T/O of the Offices, are allotted to the Offices as indicated below. Only personnel on "loan" rotation appointment will be carried against these slots. These slots will only be used to effect rotation appointments when "exchange" rotation is not practical.
2. The allotments of Rotation Slots are as follows:

<u>Unit</u>		<u>Total</u>
Office of the DCI	1	1
Office of the DDCI Training	1	1
Office of the DD/P		
DD/P	1	
AD/OPC	6	
AD/OSO	4	
AD/COMMO	3	
TSS	1	
OO	2	
		17
Office of the DD/I		
DD/I	1	
OCD	2	
ONE	3	
OCI	3	
ORR	4	
OSI	3	
		16
Office of the DD/A		
DD/A	1	
Personnel	1	
Procurement	1	
Finance	1	
I&S	1	
		5
Held in reserve by the CIA Career Service Board		10

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TOTAL

50